



**Eastern
Mediterranean
University**

"For Your International Career"

Institute of Graduate Studies and Research

Thesis Format and Appearance Guidelines



Introduction

- Your thesis or dissertation must be formatted according to the standards of the Institute of the Graduate Studies and Research (IGSR).
- The purpose of the format checking is to help Master and Ph.D. students to prepare their thesis for submission to the IGSR, library and department.



Frequently Asked Questions

Why do we need thesis formatting?

- Formatting is required by the university regulations to standardize every thesis according to a general format.

When do I need to do format checking?

- Before thesis defense; preliminary format check,
- After the defense and before binding; complete thesis format check,
- After binding; both hard copy (bindings) and soft copy (PDF) format check.

How do I submit my thesis to the IGSR after binding?

- All signatures, except the signature of the director of the IGSR is acquired,
- PDF version of your thesis in a single file put into 2 CDs/DVDs
- 3 copies of the "Thesis/Dissertation Duplication and Publication Approval Form", signed by you and your supervisor (wet signature).



Reminders

- Bring a hard copy of your thesis to the Institute of the Graduate Studies and Research for format checking.
- Digital (soft) copies are not suitable for format checking.
- The reason is that the printing issues which cannot be observed in the soft copy might create problems for the bounded version.

Formatting and Appearance

- **Paper**

Paper size must be **A4**

Print quality must be acceptable

Print in **actual size** without shrinking to fit the printer margins

- **Text**

- **General text,**

Size: **"12"** points

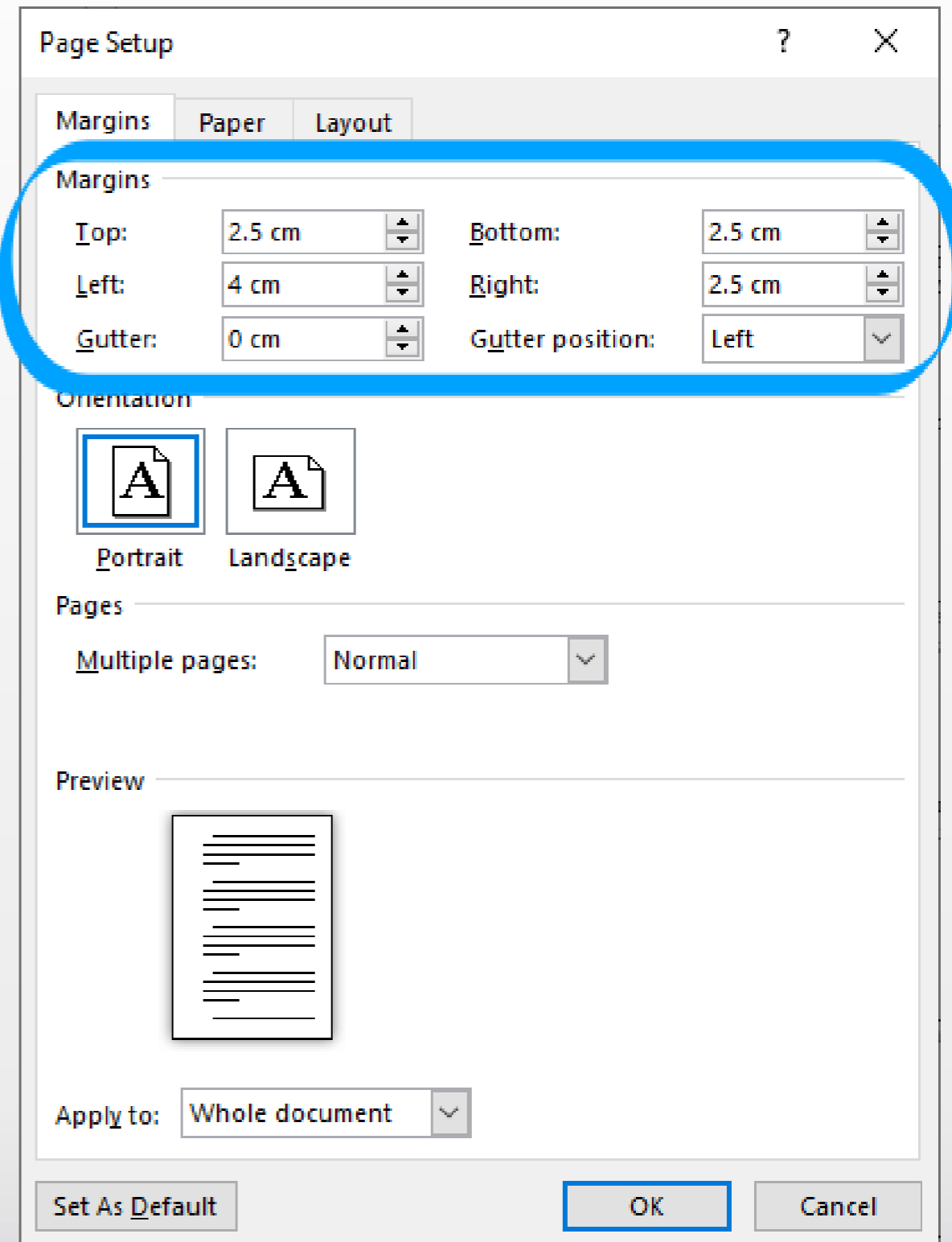
Fonts: **Only** "Times New Roman"

Alignment: Justified

- Font size must be consistent according to the guidelines
- Language must remain consistent
- Text color is black for the whole thesis
- Single sided print is required

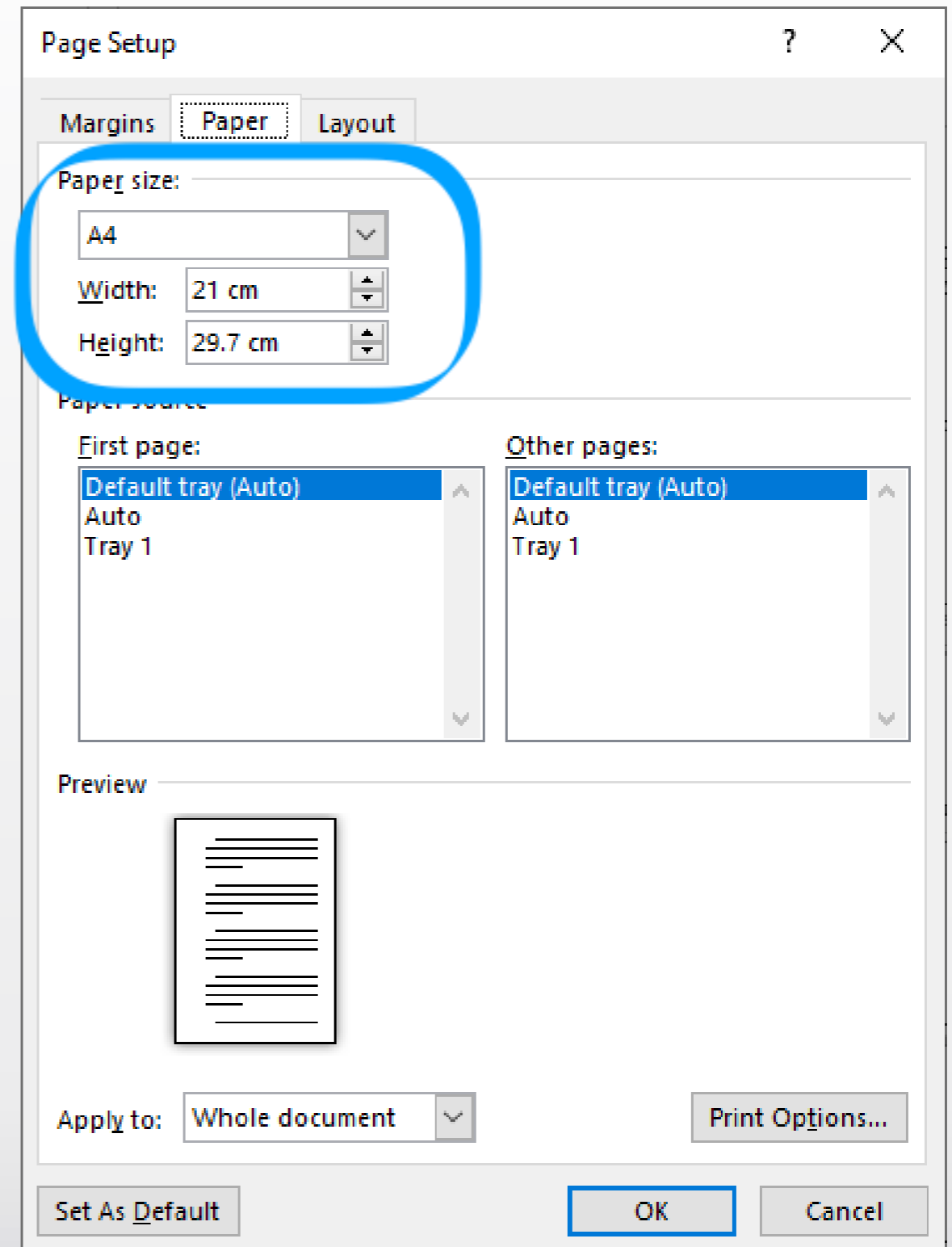
Page Format and Appearance

- **Margins**
 - Top: **2.5 cm (0.98")**
 - Bottom: **2.5 cm (0.98")**
 - Left: **4 cm (1.58")**
 - Right: **2.5 cm (0.98")**



Page Format and Appearance

- **Margins**
 - Top: **2.5 cm (0.98")**
 - Bottom: **2.5 cm (0.98")**
 - Left: **4 cm (1.58")**
 - Right: **2.5 cm (0.98")**
- **Page Size**
 - **A4**





Cover Page

Thesis Title

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- Line Spacing: Single
- Centered
- Initial Capital

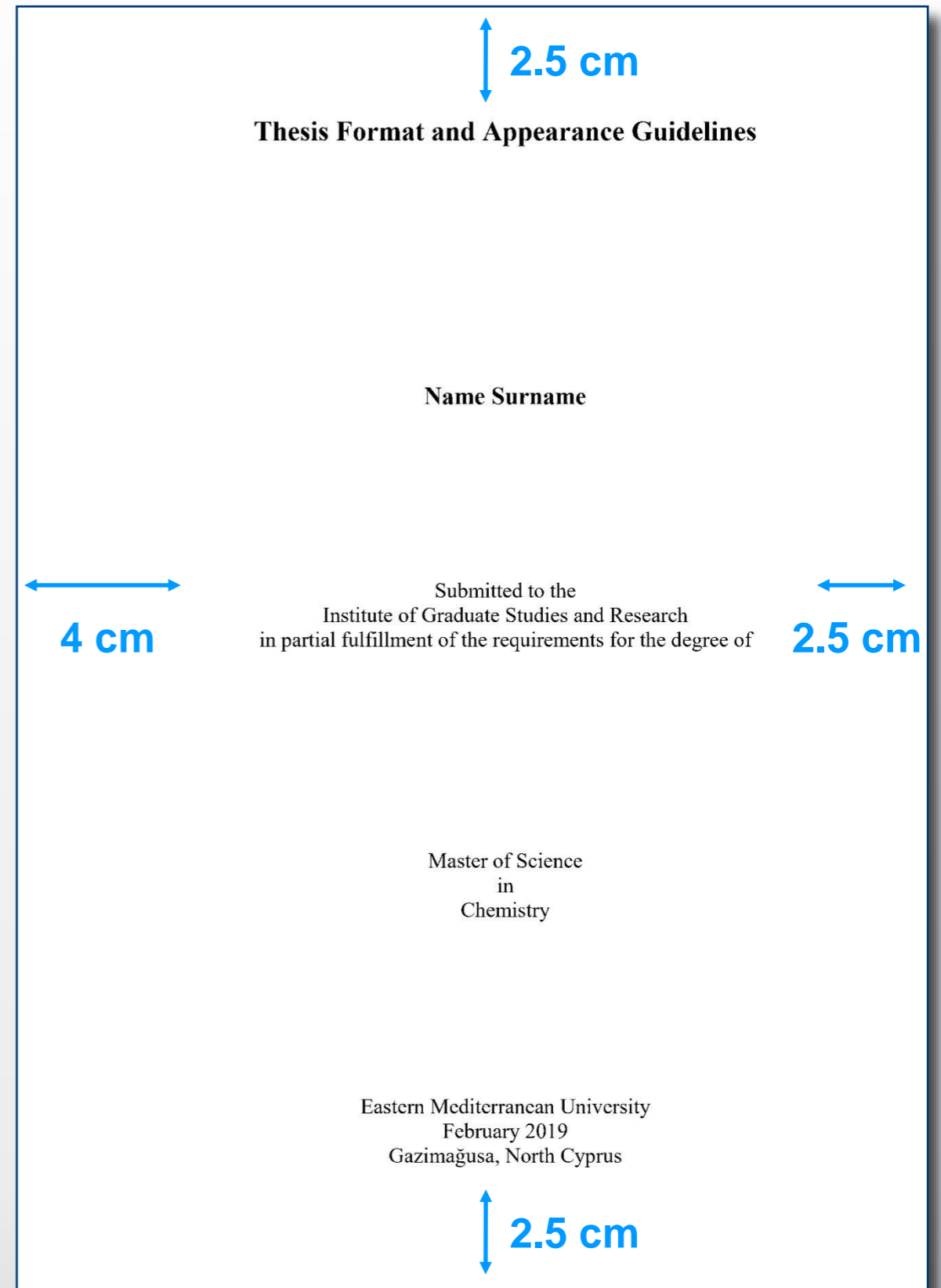
Name and Surname

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- Centered
- Initial Capital

Text

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- Line Spacing: Single
- Centered
- Thesis Defense date (Month & Year)
- There is no written page number

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Cover Page

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Thesis Format and Appearance Guidelines

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in partial fulfillment of the requirements for the degree of

Master of Science
in
Chemistry

Eastern Mediterranean University
February 2019
Gazimağusa, North Cyprus



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date**

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Number



Thesis Title Examples:

**High Order Accurate Approximation of the First and Pure
Second Derivatives of the Laplace Equation on a Rectangle and
a Rectangular Parallelepiped**

**Characterization of Volume Change, Strength and
Durability of Landfill Liner Materials with Inclusions of
Industrial By-products**

**Students' and Instructors' Attitudes towards Peer Teaching
Component in ELT Courses**

18 pt
Times New Roman,
Bold
Line Spacing: Single
Centered

First letter of every word is capital.
Exceptions are articles, coordinating
conjunctions, and prepositions.
(a, an, the, to, etc.)



Approval Page

- **Text**
 - 12 pt, Times New Roman
 - Line Spacing: Single
- **Examining Committee**
 - Line Spacing: Double
 - All participating jury members should be included.
 - **The order of the committee members is first based on the title and then surname.**

Approval of the Institute of Graduate Studies and Research

Prof. Dr. Ali Hakan Ulusoy
Director

I certify that this thesis satisfies the requirements as a thesis for the degree of Master of Science in Chemistry.

Assoc. Prof. Dr. Xxxxx Xxxxxx
Chair, Department of Chemistry

We certify that we have read this thesis and that in our opinion it is fully adequate in scope and quality as a thesis for the degree of Master of Science in Chemistry.

Prof. Dr. Xxxxx Xxxxxx
Supervisor

Examining Committee

1. Prof. Dr. Xxxxx Xxxxxx _____

2. Assoc. Prof. Dr. Xxxxx Xxxxxx _____

3. Asst. Prof. Dr. Xxxxx Xxxxxx _____

X There is no page number



Examples of Examining Committee List:

1. Prof. Dr. Aghamirza Bashirov
2. Assoc. Prof. Dr. Derviş Subaşı
3. Asst. Prof. Dr. Arif Akkeleş

1. Prof. Dr. Cahit Adaoğlu
2. Prof. Dr. Eralp Bektaş
3. Prof. Dr. Hatice Jenkins

1. Prof. Dr. Mustafa Gazi
2. Prof. Dr. Elvan Yılmaz
3. Asst. Prof. Dr. Mehmet Uygur Garip

Asst. Prof. Dr. Xxxx Xxxx



Assist. Prof. Dr. Xxxx Xxxx





Thesis Cover and Signature Page templates are available at: grad.emu.edu.tr/en/academic-issues/thesis

[Type your Thesis Title Here]

[Your Full Name]

Submitted to the
Institute of Graduate Studies and Research
in partial fulfillment of the requirements for the degree of

[Choose Your Degree]
[Choose an Item]
[Program Name]

Eastern Mediterranean University
[Defense Date]
Gazimağusa, North Cyprus

Approval of the Institute of Graduate Studies and Research

Prof. Dr. Ali Hakan Ulusoy
Director

I certify that this thesis satisfies all the requirements as a thesis for the degree of
[Degree] [in] [Program Name].

[Title] [Dean's/Chair's Full Name]
[Choose an item][Faculty/Department]

We certify that we have read this thesis and that in our opinion it is fully adequate in
scope and quality as a thesis for the degree of [Degree] [in] [Program Name].

[Title] [Supervisor's Full Name]
Supervisor

Examining Committee

1. [Title] [Jury's Full Name] _____

2. [Title] [Jury's Full Name] _____

3. [Title] [Jury's Full Name] _____

Paragraph Formatting

Style 1:

- Paragraph Alignment

- Justified

Indentation,

- Left: '0' cm
- Right: '0' cm
- Special: none

Spacing

- Before: '0' pt
- After: '24' pt
- Line Spacing: **Double**

*pt (point)

The image shows a screenshot of the 'Paragraph' dialog box in Microsoft Word. The 'Indents and Spacing' tab is selected. The 'General' section shows 'Alignment' set to 'Justified', 'Outline level' set to 'Body Text', and 'Direction' set to 'Left-to-right'. The 'Indentation' section shows 'Before text' and 'After text' both set to '0 cm', 'Special' set to '(none)', and 'By' set to '0 cm'. The 'Spacing' section, which is highlighted with a blue circle, shows 'Before' set to '0 pt', 'After' set to '24 pt', and 'Line spacing' set to 'Double'. The 'Preview' section shows a preview of the paragraph formatting. The 'OK' button is highlighted with a blue border.



Paragraph Formatting

Style 2:

- **Spacing**
There is **no 24 pt** space between paragraphs.
- **Indentation**
The first Line of every paragraph must have a visible indentation.

Before: '0' pt
After: '0' pt
Line Spacing: Double

Left: '0' cm
Right: '0' cm
Special: First line

Alignment: Justified

Much theoretical and experimental effort has been devoted recently to study the dynamics of energy flow, following the initial excitation of a surface molecule.

Most of these studies deal with the processes of dissociative adsorption and desorption of small molecules chemisorbed on metal surfaces; these processes are



Abstract Page

Title

- 16 pt, Times New Roman, Bold
- Line Spacing: Double
- Space after: 24 pt
- Center

Content

- 12 pt, Times New Roman
- Line Spacing: Double
- Justified
- 250-300 word limit.
- Page number is centered at the bottom of the page and starts from page iii (small Roman numeral).

ABSTRACT

Privatization is the process of transferring government properties (public utilities) from the public sector to the private sector. There should be rules and regulations, which privatizations have to follow to get those resources. There are both positive and negative externalities from the privatization of water systems. Provision of the basic water services is a government's responsibility in many developing countries around the world. Whether government is unable to supply the water or it lacks the necessary authority over the natural sources of water, the government has to make arrangements for a reliable water provision.

This thesis deals with the privatization of water system and its impacts on the stakeholders. How does privatization affect the poor people? The secondary data used for this study is derived from three cases: Metro Manila Waterworks and Sewerage System, Philippines, Espirito Santo Water System, Brazil and Water and Sewerage Utility, Panama. A key priority in designing urban water policy and institutional reforms with the appropriate structure of water charges is to ensure long-term sustainability of supply. The recommendations which are developed in this thesis are that the governments have to be very precise in the specification of the terms and conditions of the privatization, if it is going to achieve its goals.

Keywords: stakeholder analysis, economic analysis, financial analysis.



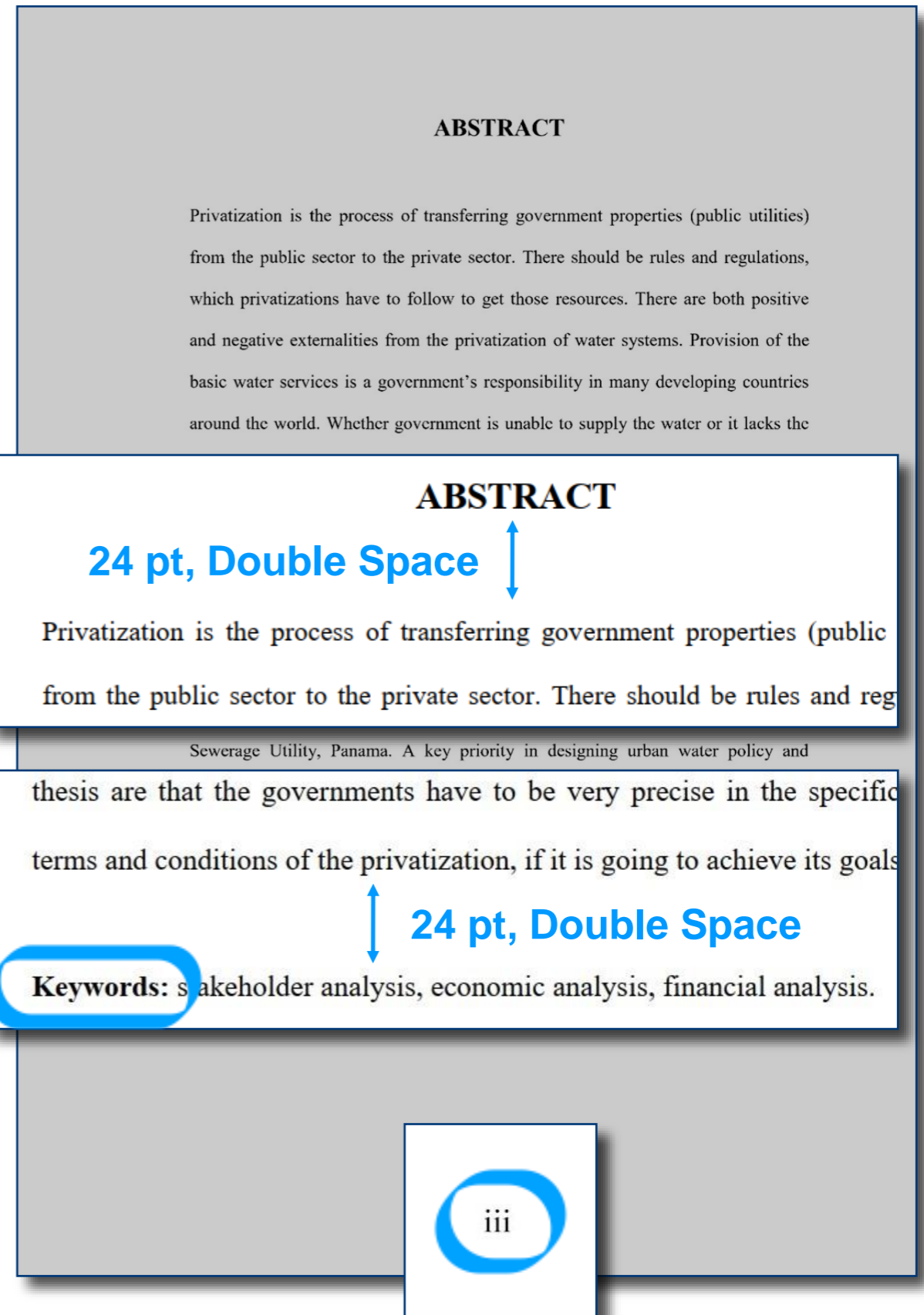
Abstract Page

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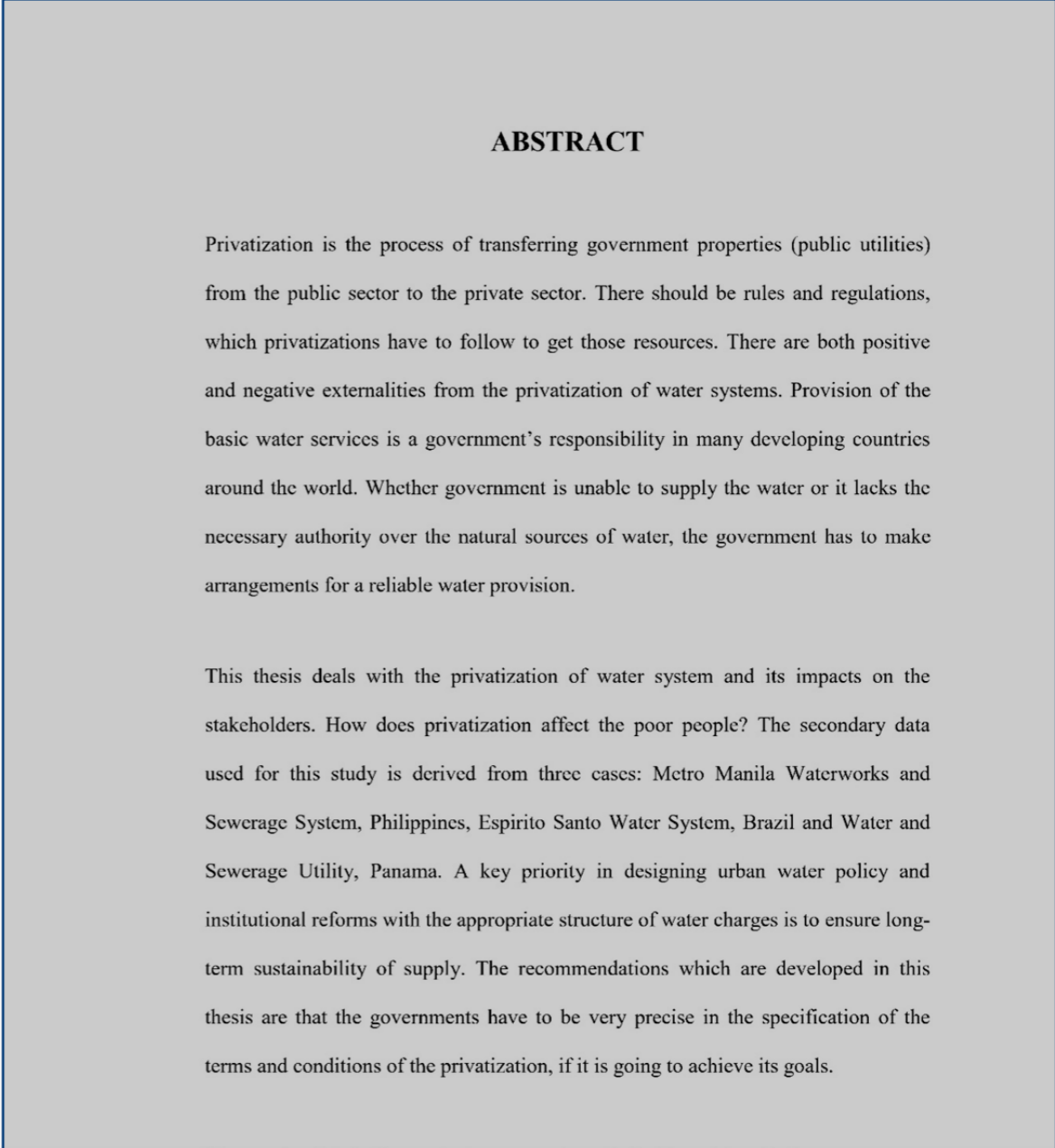
Abstract Page

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Keywords: stakeholder analysis, economic analysis, financial analysis.



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Öz

Title

- 16 pt, Times New Roman, Bold
- Line Spacing: Double
- Space after: 24 pt
- Center

Content

- 12 pt, Times New Roman
- Line Spacing: Double
- Justified
- 250-300 word limit.
- ÖZ is the Turkish translation of the Abstract

ÖZ

Devletin vermekle yükümlü olduğu hizmetleri özel sektöre devretmesine özelleştirme denir. Özelleştirmenin gerçekleşebilmesi için kurallar ve düzenlemeler vardır. Özelleştirmede birçok pozitif ve negatif dış etkenler vardır. Gelişmekte olan ülkelerde su dağıtım sistemi devletlerin sorumluluğu altındadır. Devletler yeterli ve verimli su dağıtımını yapamadıkları için özelleştirme yolunu seçmektedirler.

Anahtar Kelimeler: stakeholder analizi, ekonomik analiz, finansal analiz

Öz

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ÖZ

24 pt, Double Space

Devletin vermekle yükümlü olduğu hizmetleri özel sektöre özelleştirme denir. Özelleştirmenin gerçekleşebilmesi için kurallar ve

verimli su dağıtımını yapamadıkları için özelleştirme yolunu seçme

24 pt, Double Space

Anahtar Kelimeler: stakeholder analizi, ekonomik analiz, finans



Dedication

✓ optional

Title

- 16 pt, Times New Roman, Bold
- Line Spacing: Double
- Center
- Title can be omitted

Content

- Font style and size are optional
- Can be placed in the middle of the page

DEDICATION

To My Family



Acknowledgment

✓ optional

Title

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- Line Spacing: Double
- Space after: 24 pt
- Center

Content

- 12 pt, Times New Roman
- Line Spacing: Double
- Justified
- Not more than one page

ACKNOWLEDGMENT

I would like to record my gratitude to Assoc. Prof. Dr. Osman M Karatepe for his supervision, advice, and guidance from the very early stage of this thesis as well as giving me extraordinary experiences through out the work. Above all and the most needed, he provided me constant encouragement and support in various ways. His ideas, experiences, and passions has truly inspire and enrich my growth as a student. I am indebted to him more than he knows.

I would like to acknowledge the members of my graduate committee for their advice and guidance, most especially Asst. Prof. Dr. Mine Haktanir for all her advice and encouragement, and who has been a good friend, sister, and mother to me and my family. I am grateful in every possible way. Special thanks go to Asst. Prof. Dr. İlkay Yorganci for her crucial contribution to this study.

My thanks go to my friends who helped and encouraged me during the period of my studies and this thesis such as Mr. and Mrs. Phillips Agboola, Rev. Robin and Val Brookes, Mr. and Mrs Kayode Aleshinloye, Walter, Adolphus, Alheri, and Ethel. Many thanks go to Orhan Uludag for his crucial contribution to this study.

It is a pleasure to pay tribute to the Research Newsletter Staff. In particular, Asst. Prof. Dr. Bahar Taneri and Fatih Parlak for their support during the time of this thesis.



Acknowledgment

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Title

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Double
Space

Content

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Title

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Content

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Content levels

- For subsections:
 - First subsection (TOC 2):
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 - Second subsection (TOC 3) :
Left indent: 0.9 cm
 - Third subsection (TOC 4) :
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Table of Contents

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Small Roman Numerals

Table of Contents

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- Line Spacing: Double
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2 INTRODUCTION (Style 2)..... 3

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1 INTRODUCTION (Style 1)..... 1

 1.1 Dynamic Energy Flow 1

 1.1.1 Nonspecific Van Waals Forces 1

2 INTR

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After text: 0 cm

Mirror indents

Indentation

Before text: 0.9 cm

After text: 0 cm

Mirror indents

Indentation

Before text: 1.8 cm

After text: 0 cm

Mirror indents

viii



List of Tables

Title

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- Line Spacing: Double
- Space after: 24 pt
- Center

Content

- 12 pt, Times New Roman
- Line Spacing: Double
- Justified alignment

LIST OF TABLES

Table 1: General evaluation measurement.....2

List of Tables

Title

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- Line Spacing: Double
- Space after: 24 pt
- Center

Content

- 12 pt, Times New Roman
- Line Spacing: Double
- Justified alignment

✓ Table numbers can be presented in two styles

* In Style 2, the table number resets to 1 at the beginning of each chapter

LIST OF TABLES

Table 1: General evaluation measurement.....2

Style 1:

LIST OF TABLES

Table 1: General evaluation measurement.....

24 pt, Double

Table Number

Style 2*:

LIST OF TABLES

Table 1.1: General evaluation measurement.....

24 pt, Double

Chapter Number *Table Number*



List of Figures

Title

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- Line Spacing: Double
- Space after: 24 pt
- Center

Content

- 12 pt, Times New Roman
- Line Spacing: Double
- Justified alignment

LIST OF FIGURES

Figure 1: Sketch of Hamilton Avenue School2

x

List of Figures

Title

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- Line Spacing: Double
- Space after: 24 pt
- Center

Content

- 12 pt, Times New Roman
- Line Spacing: Double
- Justified alignment

✓ Figure numbers can be presented in two styles

* In Style 2, the Figure number resets to 1 at the beginning of each chapter

LIST OF FIGURES

Figure 1: Sketch of Hamilton Avenue School2

Style 1:

LIST OF FIGURES

Figure **1**: Sketch of Hamilton Avenue School24 pt, Double

Style 2*:

LIST OF FIGURES

Chapter **1** Figure **1.1**: Sketch of Hamilton Avenue School24 pt, Double



Symbols and Abbreviations

Title

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- Bold
- Line Spacing: Double
- After: 24 pt
- Centered

Content

- 12 pt, Times New Roman
- Line Spacing: Double
- Symbols and abbreviations are sorted based on alphabetic order, or the order of appearance
- The definitions must be aligned in one column in front of the symbols or abbreviations

LIST OF SYMBOLS AND ABBREVIATIONS

| | |
|--------|------------------|
| M_w | Molecular Weight |
| η | Number of Moles |
| NVI | N-Vinylimidazole |



Symbols and Abbreviations

Title

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- Bold
- Line Spacing: Double
- After: 24 pt
- Centered

Content

- 12 pt, Times New Roman
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LIST OF SYMBOLS AND ABBREVIATIONS

| | |
|--------|------------------|
| M_w | Molecular Weight |
| η | Number of Moles |
| NVI | N-Vinylimidazole |

LIST OF SYMBOLS AND ABBREVIATIONS

| | |
|--------|------------------|
| M_w | Molecular Weight |
| η | Number of Moles |
| NVI | N-Vinylimidazole |

24 pt, Double

Double
Space



Thesis Body Pages

Chapter

- 16 pt, Times New Roman, Bold
- Line Spacing: Double
- After: 24 pt
- Centered

Main Title

- 16 pt, Times New Roman, Bold
- Line Spacing: Double
- After: 48 pt
- Centered
- All Capital Letters

First Subsection Titles

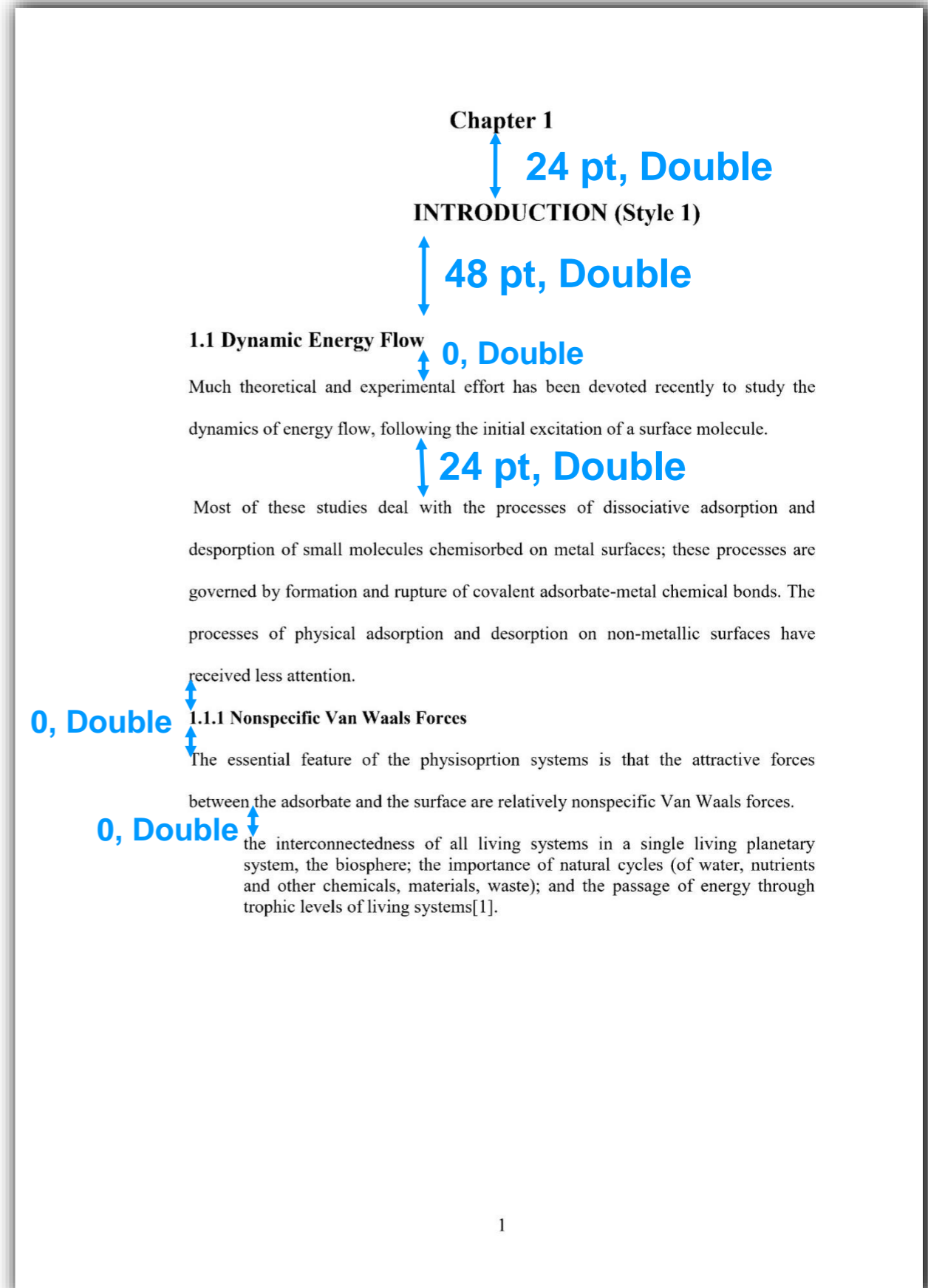
- 14 pt, Times New Roman, Bold
- Line Spacing: Double
- Justified

Second and onward Subsection Titles

- 12 pt, Times New Roman, Bold
- Line Spacing: Double
- Justified

Body Text (Style 1)

- 12 pt, Times New Roman
- Line Spacing: Double
- Justified





Thesis Body Pages

Chapter

- 16 pt, Times New Roman, Bold
- Line Spacing: Double
- After: 24 pt
- Centered

Main Title

- 16 pt, Times New Roman, Bold
- Line Spacing: Double
- After: 48 pt
- Centered
- All Capital Letters

First Subsection Titles

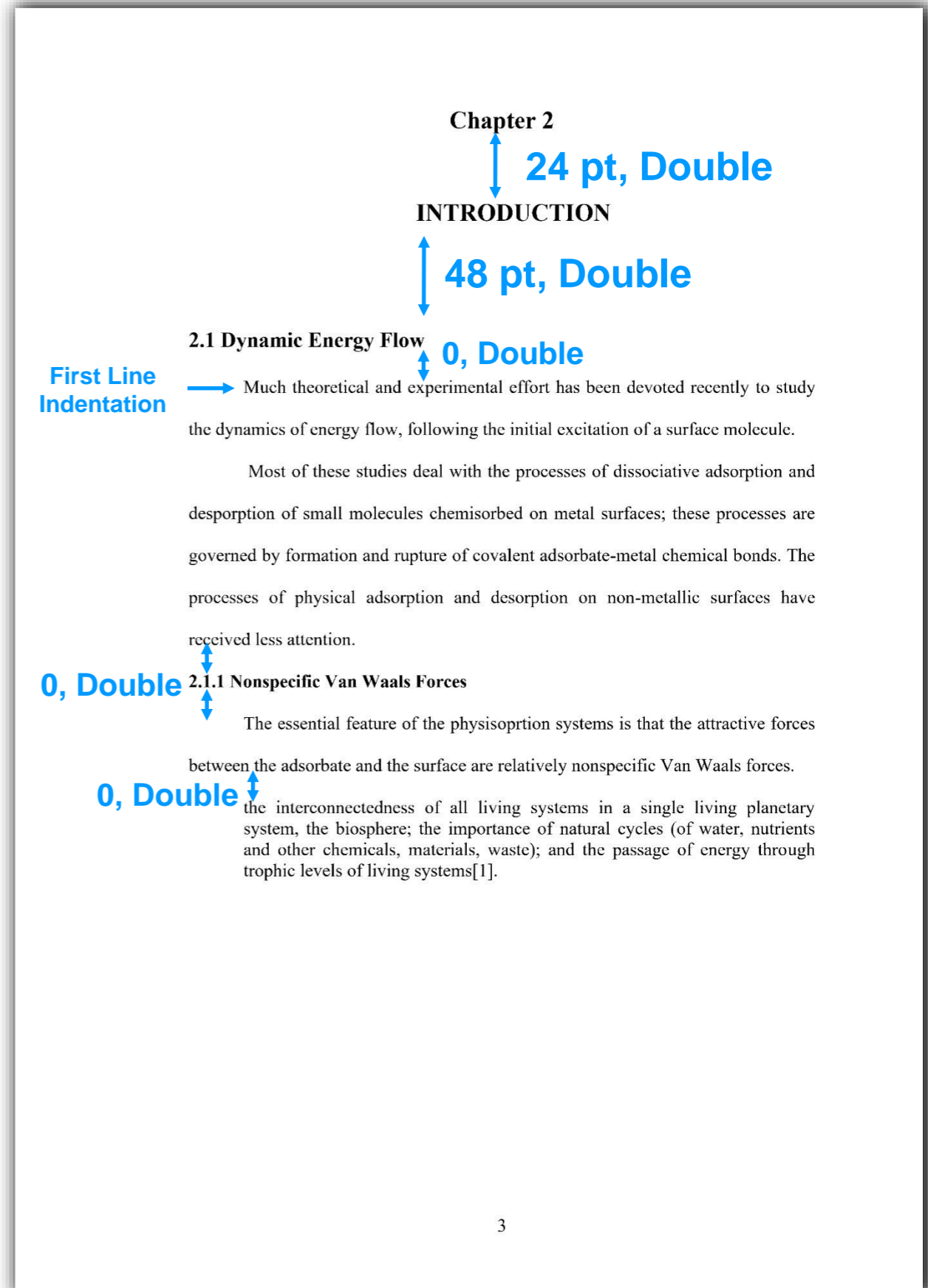
- 14 pt, Times New Roman, Bold
- Line Spacing: Double
- Justified

Second and onward Subsection Titles

- 12 pt, Times New Roman, Bold
- Line Spacing: Double
- Justified

Body Text (Style 2)

- 12 pt, Times New Roman
- Line Spacing: Double
- Indentation: First Line
- Justified





Some Common Mistakes

 **CHAPTER 2**

 **CHAPTER II**

 **Chapter II**

 **Literature Review**

 **2 LITERATURE REVIEW**



Chapter 2

LITERATURE REVIEW



Direct Quotations

In-paragraph **quotations**

- Any direct quotations with less than 3 lines or 40 words should be incorporated within the current paragraph inside double quotation marks.

attractive forces between the adsorbate and the surface are relatively nonspecific Van Waals forces; “the interconnectedness of all living systems in a single living planetary system, the biosphere” [1].

Direct Quotations

Quotations with more than 3 lines or 40 words:

- 12 pt, Times New Roman
- Line Spacing: Single
- Justified
- Left indentation: 1.27 cm
- After: 36 pt (Style 1) 12 pt (Style 2)*

*Paragraph style

The essential feature of the physisoprton systems is that the attractive forces between the adsorbate and the surface are relatively nonspecific Van Waals forces.

↑ 0, Double

the interconnectedness of all living systems in a single living planetary system, the biosphere; the importance of natural cycles (of water, nutrients and other chemicals, materials, waste); and the passage of energy through trophic levels of living systems[1].

Single Spaced, After: 36

Figures

Figure Placement and Title

- Centered
- Before: 24 pt
- After: 24 pt
- Title Placement: Under the Figure
- 12 pt, Times New Roman
- Line Spacing: Single

Chapter 1

INTRODUCTION

1.1 Dynamic Energy Flow

Much theoretical and experimental effort has been devoted recently to study the dynamics of energy flow, following the initial excitation of a surface molecule.

Most of these studies deal with the processes of dissociative adsorption and desorption of small molecules chemisorbed on metal surfaces; these processes are governed by formation and rupture of covalent adsorbate-metal chemical bonds.

1.1.1 Nonspecific Van Waals Forces

The essential feature of the physisorption systems is that the attractive forces between the adsorbate and the surface are relatively nonspecific Van Waals forces.

↑ 24 pt, Double ↓



Figure 1: Sketch of Hamilton Avenue School

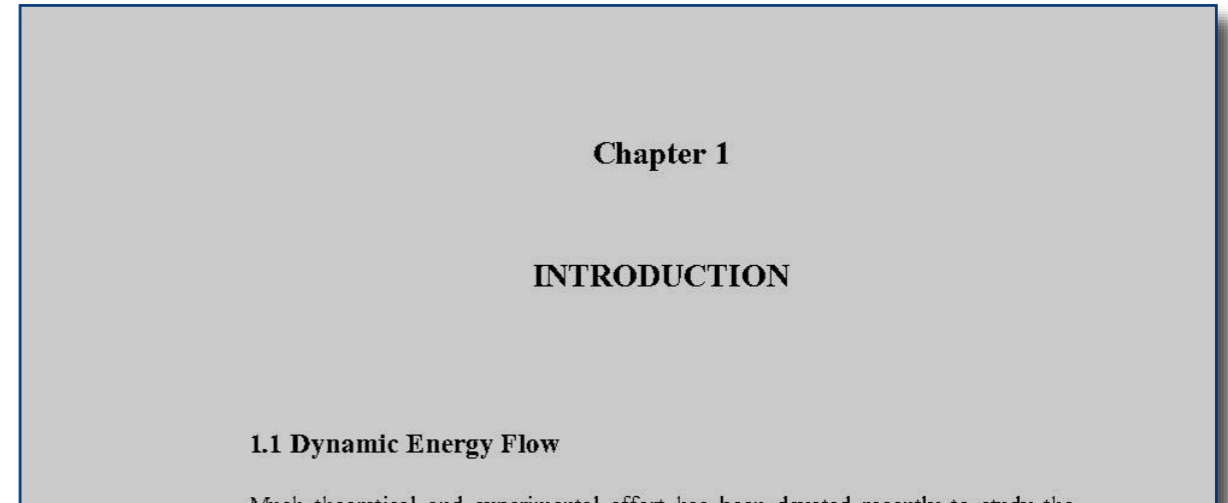
↑ 24 pt, Double ↓

The processes of physical adsorption and desorption on non-metallic surfaces have received less attention.

Figures

Figure Placement and Title

- Centered
- Before: 24 pt
- After: 24 pt
- Title Placement: Under the Figure
- 12 pt, Times New Roman
- Line Spacing: Single



Much theoretical and experimental effort has been devoted recently to study the
between the adsorbate and the surface are relatively nonspecific Van Waals forces.

↕ 24 pt, Double



Figure 1: Sketch of Hamilton Avenue School

↓ 24 pt, Double

The processes of physical adsorption and desorption on non-metallic surfaces have received less attention.

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Tables

Table Placement and Title

- Line Spacing: Single
- Centered or Justified

Table Title

- Above the Table
- 12 pt, Times New Roman
- Justified at the edge of the table
- Line Spacing: Single

Chapter 1

INTRODUCTION

1.1 Dynamic Energy Flow

Much theoretical and experimental effort has been devoted recently to study the dynamics of energy flow, following the initial excitation of a surface molecule.

Most of these studies deal with the processes of dissociative adsorption and desorption of small molecules chemisorbed on metal surfaces.

1.1.1 Nonspecific Van Waals Forces

The essential feature of the physisorption systems is that the attractive forces between the adsorbate and the surface are relatively nonspecific Van Waals forces.

↑ 24 pt, Double ↓

Table 1: General evaluation measurement

| Consumption of renewable resources | State of environment | Sustainability |
|---|---------------------------|-------------------------|
| More than nature's ability to replenish | Environmental degradation | Not sustainable |
| Equal to nature's ability to replenish | Environmental equilibrium | Steady-state economy |
| Less than nature's ability to replenish | Environmental renewal | Sustainable development |

↑ 24 pt, Double ↓

The processes of physical adsorption and desorption on non-metallic surfaces have received less attention.

Tables

Table Placement and Title

- Line Spacing: Single
- Centered or Justified

Table Title

- Above the Table
- 12 pt, Times New Roman
- Justified at the edge of the table
- Line Spacing: Single

Chapter 1

INTRODUCTION

1.1 Dynamic Energy Flow

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24 pt, Double

24 pt, Double

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Tables & Figures

Horizontal Pages (A4)

- Format of the title and placements are the same as normal Table and Figures. No page number is required for horizontal pages.

Margins

- Top: 4 cm
- Bottom: 2.5 cm
- Left: 2.5 cm
- Right: 2.5 cm

Figure 1: Sketch of Hamilton Avenue

There is no Page Number ❌

| Consumption of renewable resources | State of environment | Sustainability |
|---|---------------------------|-------------------------|
| More than nature's ability to replenish | Environmental degradation | Not sustainable |
| Equal to nature's ability to replenish | Environmental equilibrium | Steady-state economy |
| Less than nature's ability to replenish | Environmental renewal | Sustainable development |

There is no Page Number ❌



References

Title

- 16 pt, Times New Roman,
- Bold
- Line Spacing: Double
- Space After: 24 pt
- Centered

Content

- 12 pt, Times New Roman
- Line Spacing: Double
- After: 24 pt
- Alignment: Justified
- Indentation: Hanging
- References can be formatted in two styles

REFERENCES

- [1] Allen, F., Bartiloro, L., Gu, X., & Kowalewski, O. (2018). Does economic structure determine financial structure?. *Journal of International Economics*, 114, 389-409.
- [2] Karatepe, O. M., & Olugbade, O. A. (2009). The effects of job and personal resources on hotel employees' work engagement. *International Journal of Hospitality Management*, 28(4), 504-512.
- [3] All 33 Chile miners freed in flawless rescue. (2010, October 13). Retrieved from http://www.msnbc.msn.com/id/39625809/ns/world_news-americas/
- [4] Savickas, M. L. (2005). The theory and practice of career construction. *Career development and counseling: Putting theory and research to work*, 1, 42-70.
- [5] Yadav, J. B. (2006). *Advanced Practical Physical Chemistry*. Krishna Prakashan Media.

Hanging
Indent



References

Title

- 16 pt, Times New Roman,
- Bold
- Line Spacing: Double
- Space After: 24 pt
- Centered

Content

- 12 pt, Times New Roman
- Line Spacing: Double
- After: 24 pt
- Alignment: Justified
- Indentation: Hanging
- **Style 1:** sorted and numbered based on the order of the appearance

REFERENCES

[1] Allen, F., Bartiloro, L., Gu, X., & Kowalewski, O. (2018). Does economic structure determine financial structure?. *Journal of International Economics*, 114, 389-409.

[2] Karatepe, O. M., & Olugbade, O. A. (2009). The effects of job and personal resources on hotel employees' work engagement. *International Journal of Hospitality Management*, 28(4), 504-512.

Style 1:

Hanging Indent

REFERENCES

↕ 24 pt, Double

[1] Allen, F., Bartiloro, L., Gu, X., & Kowalewski, O. (2018). Does economic structure determine financial structure?. *Journal of International Economics*, 114, 389-409.

↕ 24 pt, Double

[2] Karatepe, O. M., & Olugbade, O. A. (2009). The effects of job and personal resources on hotel employees' work engagement. *International Journal of Hospitality Management*, 28(4), 504-512.

↕ Double Space

[3] All 33 Chile miners freed in flawless rescue. (2010, October 13). Retrieved from http://www.msnbc.msn.com/id/39625809/ns/world_news-americas/

↕ 24 pt, Double

↕ Double Space

References

Title

- 16 pt, Times New Roman,
- Bold
- Line Spacing: Double
- Space After: 24 pt
- Centered

Content

- 12 pt, Times New Roman
- Line Spacing: Double
- After: 24 pt
- Alignment: Justified
- Indentation: Hanging
- **Style 2:** Ordered alphabetically

Style 2:

All 33 Chile miners freed in flawless rescue. (2010, October 13). Retrieved from
http://www.msnbc.msn.com/id/39625809/ns/world_news-americas/

Allen, F., Bartiloro, L., Gu, X., & Kowalewski, O. (2018). Does economic structure
determine financial structure?. *Journal of International Economics*, 114, 389-
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Hanging
Indent

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24 pt, Double

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determine financial structure?. *Journal of International Economics*, 114, 389-
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24 pt, Double

Karatepe, O. M., & Olugbade, O. A. (2009). The effects of job and personal
resources on hotel employees' work engagement. *International Journal of*
Hospitality Management, 28(4), 504-512.



Appendices Cover Page

Title

- 16 pt, Times New Roman
- Bold
- Centered (horizontally and vertically)
- Use **APPENDIX** if you have only one appendix
- Use **APPENDICES** if you have multiple appendices as Appendix A, Appendix B etc.

APPENDIX OR APPENDICES



Appendix Pages

Appendix A: Appendix Title
or
Appendix 1: Appendix Title

Title

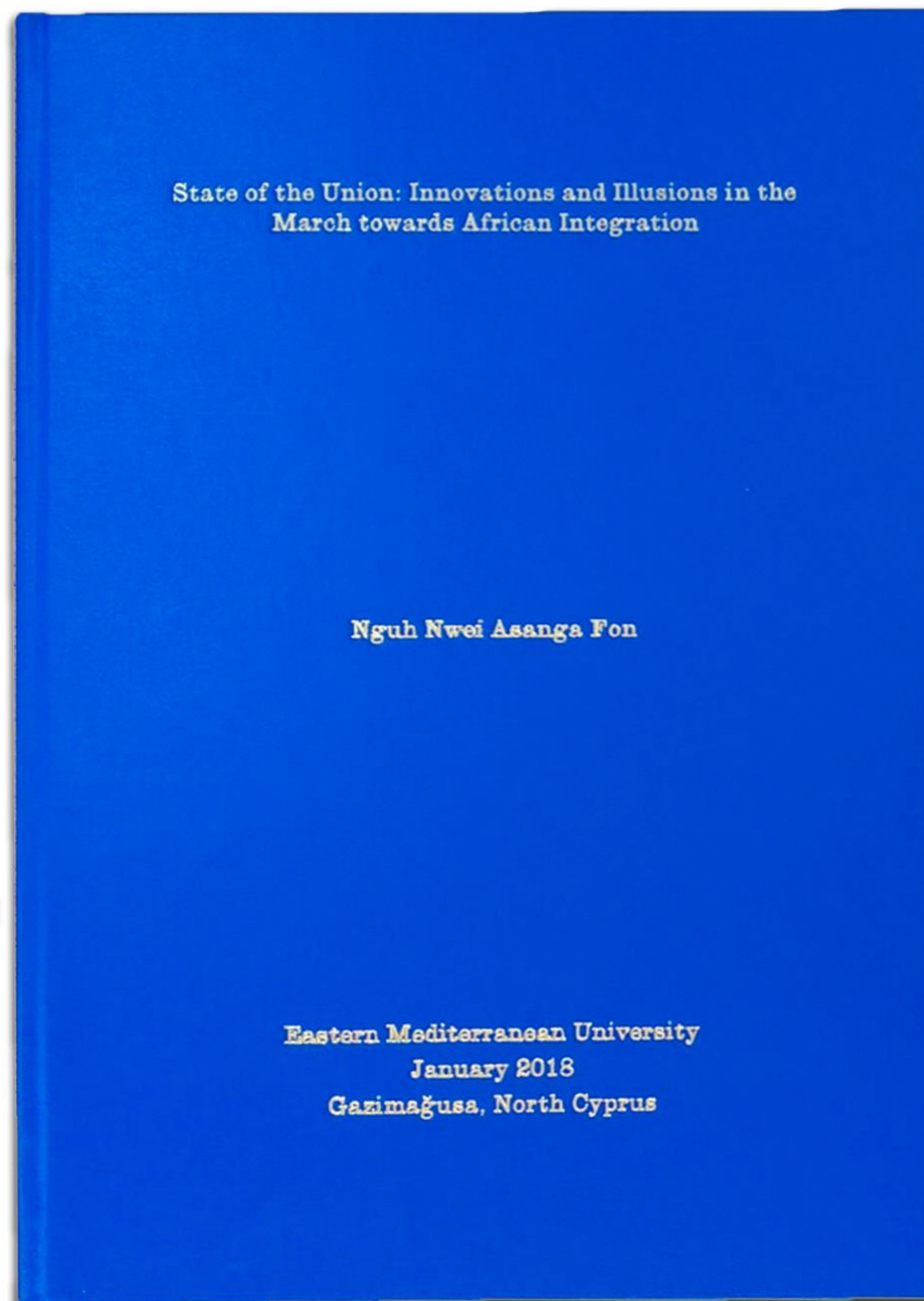
- 14 pt, Times New Roman
- Bold
- Justified

Appendix A: Title of Appendix

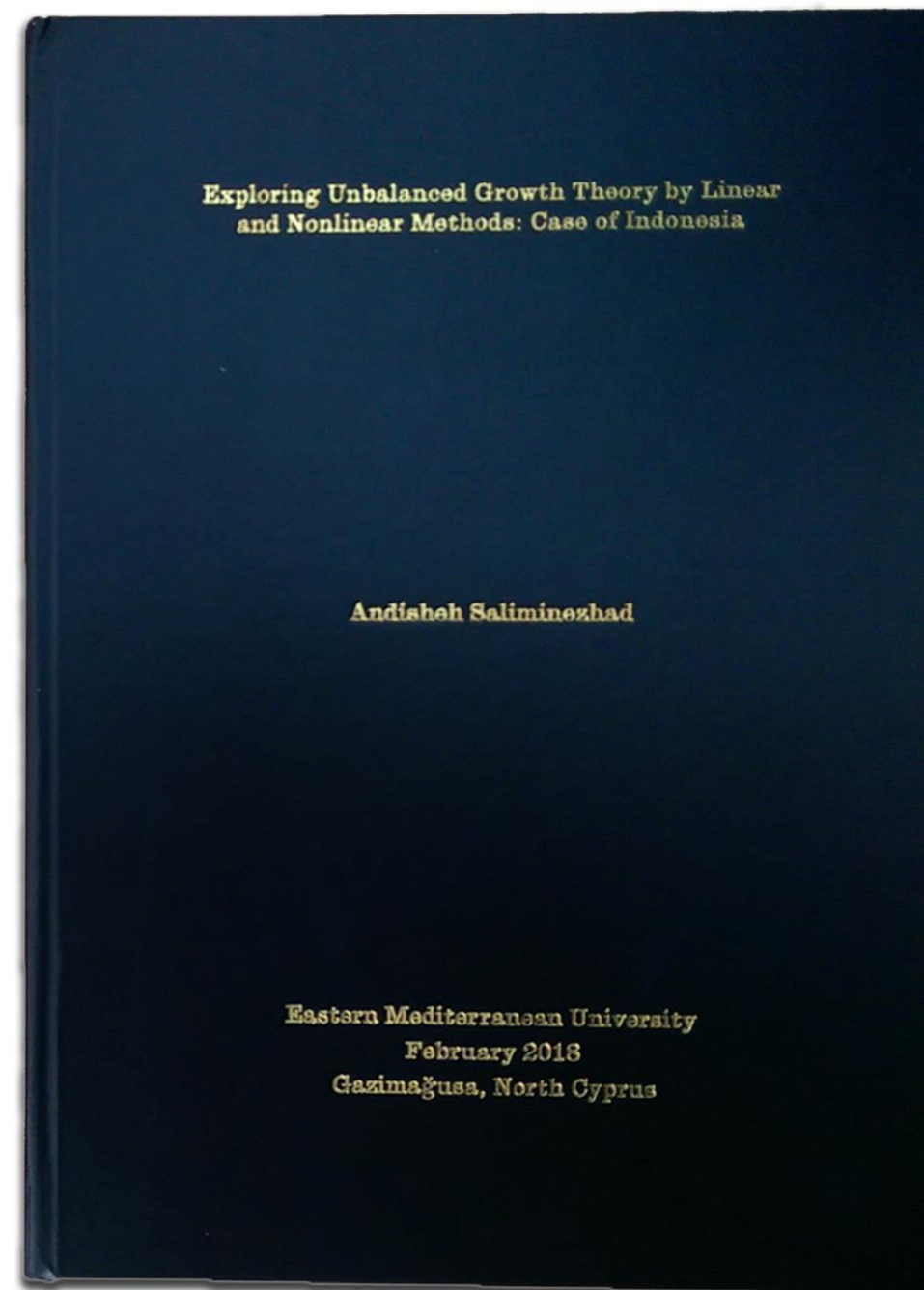


Binding Front Cover

Master

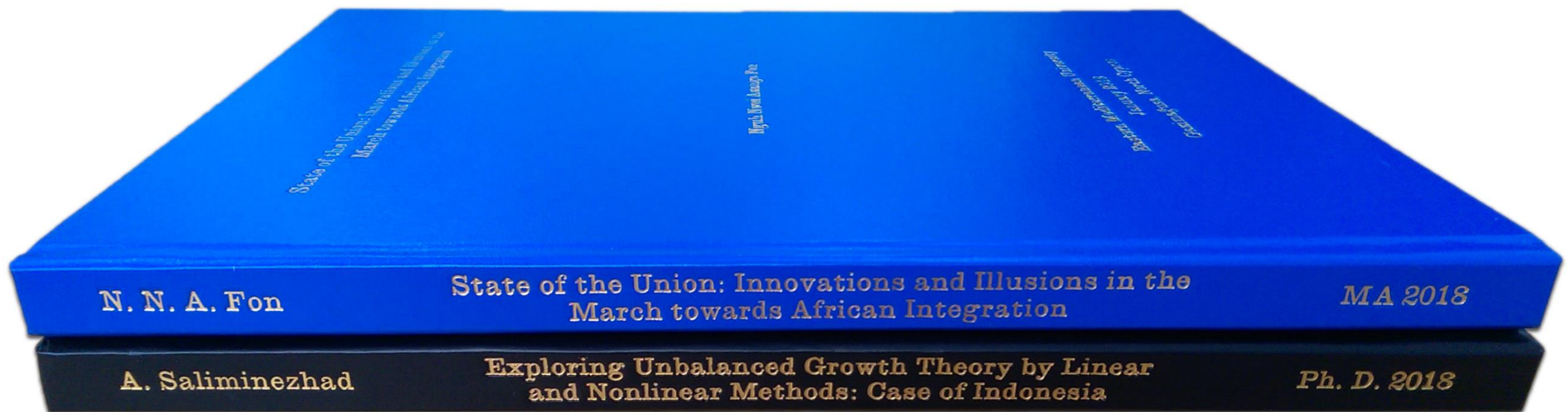


Ph.D.

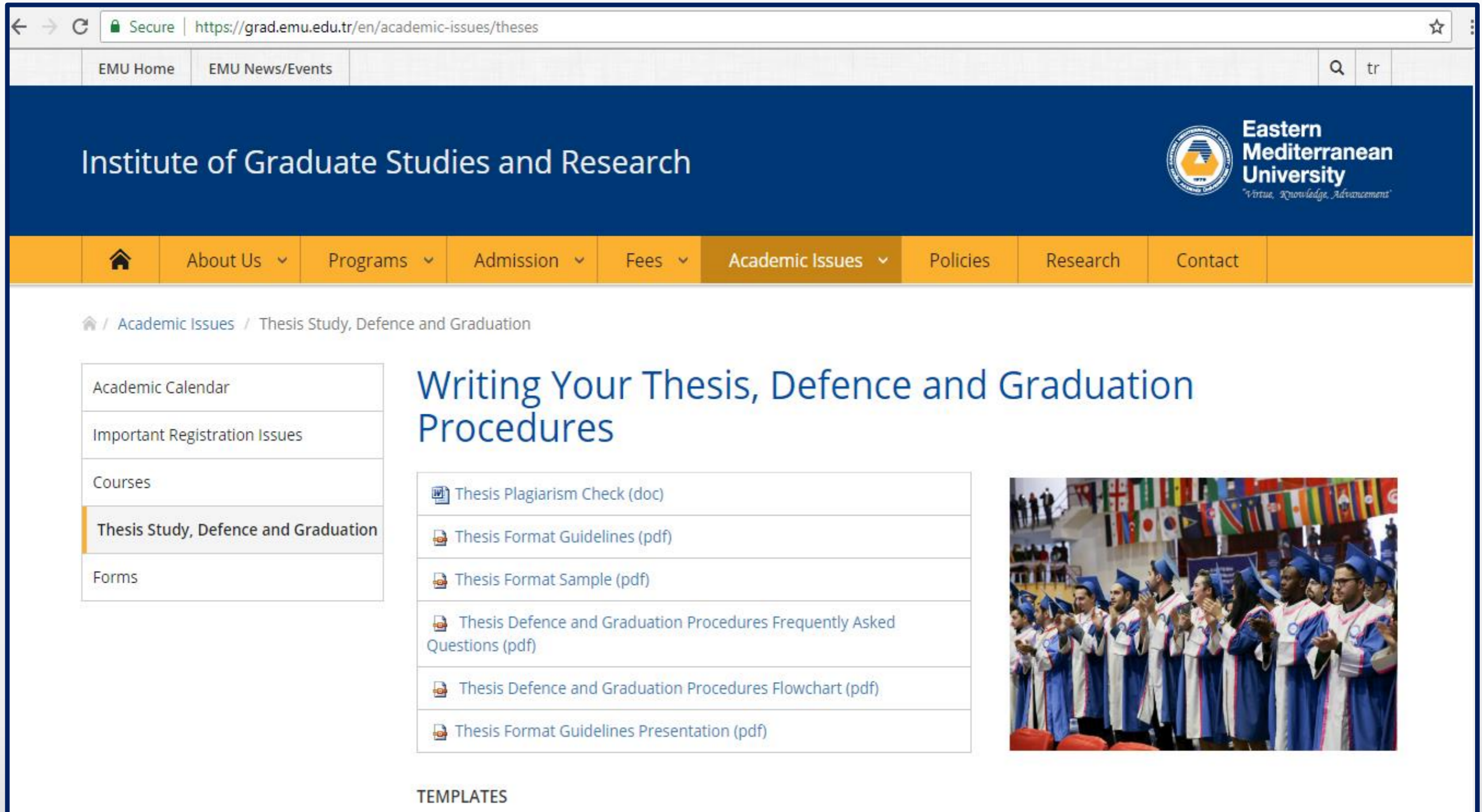




Binding Side Cover



Thesis formatting samples are available at:
<https://grad.emu.edu.tr/en/academic-issues/theses>



The screenshot shows a web browser window displaying the Eastern Mediterranean University website. The address bar shows the URL <https://grad.emu.edu.tr/en/academic-issues/theses>. The page header includes the university logo and name, and the Institute of Graduate Studies and Research. The navigation menu includes: Home, About Us, Programs, Admission, Fees, Academic Issues, Policies, Research, and Contact. The breadcrumb trail is: Home / Academic Issues / Thesis Study, Defence and Graduation. The main content area features a sidebar with a menu: Academic Calendar, Important Registration Issues, Courses, Thesis Study, Defence and Graduation (highlighted), and Forms. The main heading is "Writing Your Thesis, Defence and Graduation Procedures". Below the heading is a list of downloadable documents: Thesis Plagiarism Check (doc), Thesis Format Guidelines (pdf), Thesis Format Sample (pdf), Thesis Defence and Graduation Procedures Frequently Asked Questions (pdf), Thesis Defence and Graduation Procedures Flowchart (pdf), and Thesis Format Guidelines Presentation (pdf). To the right of the list is an image of graduates in blue and white gowns clapping during a ceremony.

Academic Calendar

Important Registration Issues

Courses

Thesis Study, Defence and Graduation

Forms

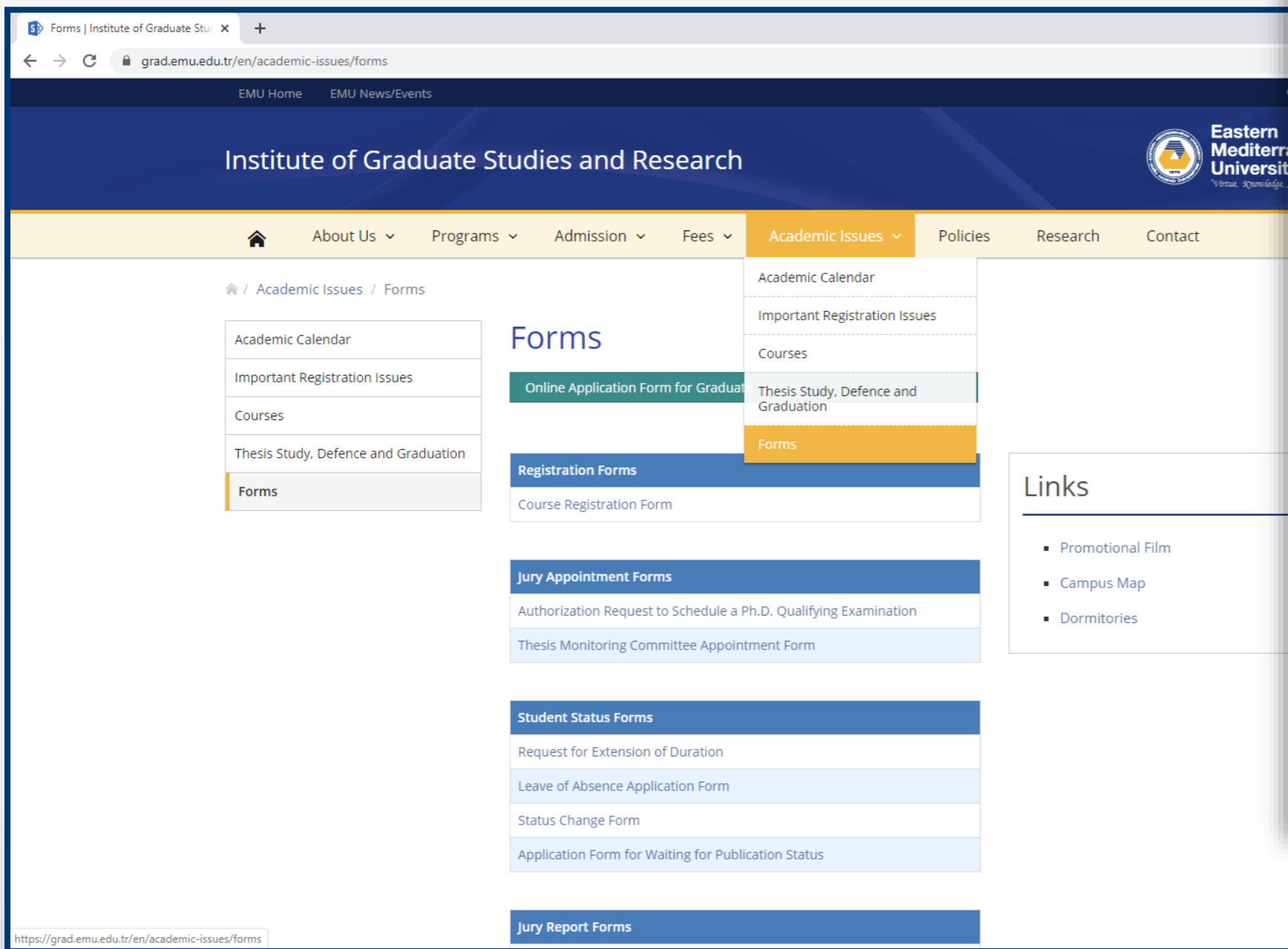
Writing Your Thesis, Defence and Graduation Procedures

- Thesis Plagiarism Check (doc)
- Thesis Format Guidelines (pdf)
- Thesis Format Sample (pdf)
- Thesis Defence and Graduation Procedures Frequently Asked Questions (pdf)
- Thesis Defence and Graduation Procedures Flowchart (pdf)
- Thesis Format Guidelines Presentation (pdf)

TEMPLATES

Further Reminders

“Thesis Duplication and Publication Approval Form”
(Can be downloaded from the IGSR website, in the Forms Section.)



The screenshot shows the website interface for the Institute of Graduate Studies and Research. The main navigation bar includes: Home, About Us, Programs, Admission, Fees, Academic Issues (selected), Policies, Research, and Contact. The 'Academic Issues' dropdown menu is open, showing options like Academic Calendar, Important Registration Issues, Courses, Thesis Study, Defence and Graduation, and Forms (highlighted). The 'Forms' section is active, displaying a list of form categories: Registration Forms, Jury Appointment Forms, Student Status Forms, and Jury Report Forms. A 'Links' section on the right contains: Promotional Film, Campus Map, and Dormitories.

| Forms Required for forming Master's Jury |
|--|
| Authorization Request to Schedule a Master's Thesis Defense Form |
| Form for Tracking Graduate Students' Graduation Procedures |
| Thesis Format Evaluation Form |
| Download All (rar) |

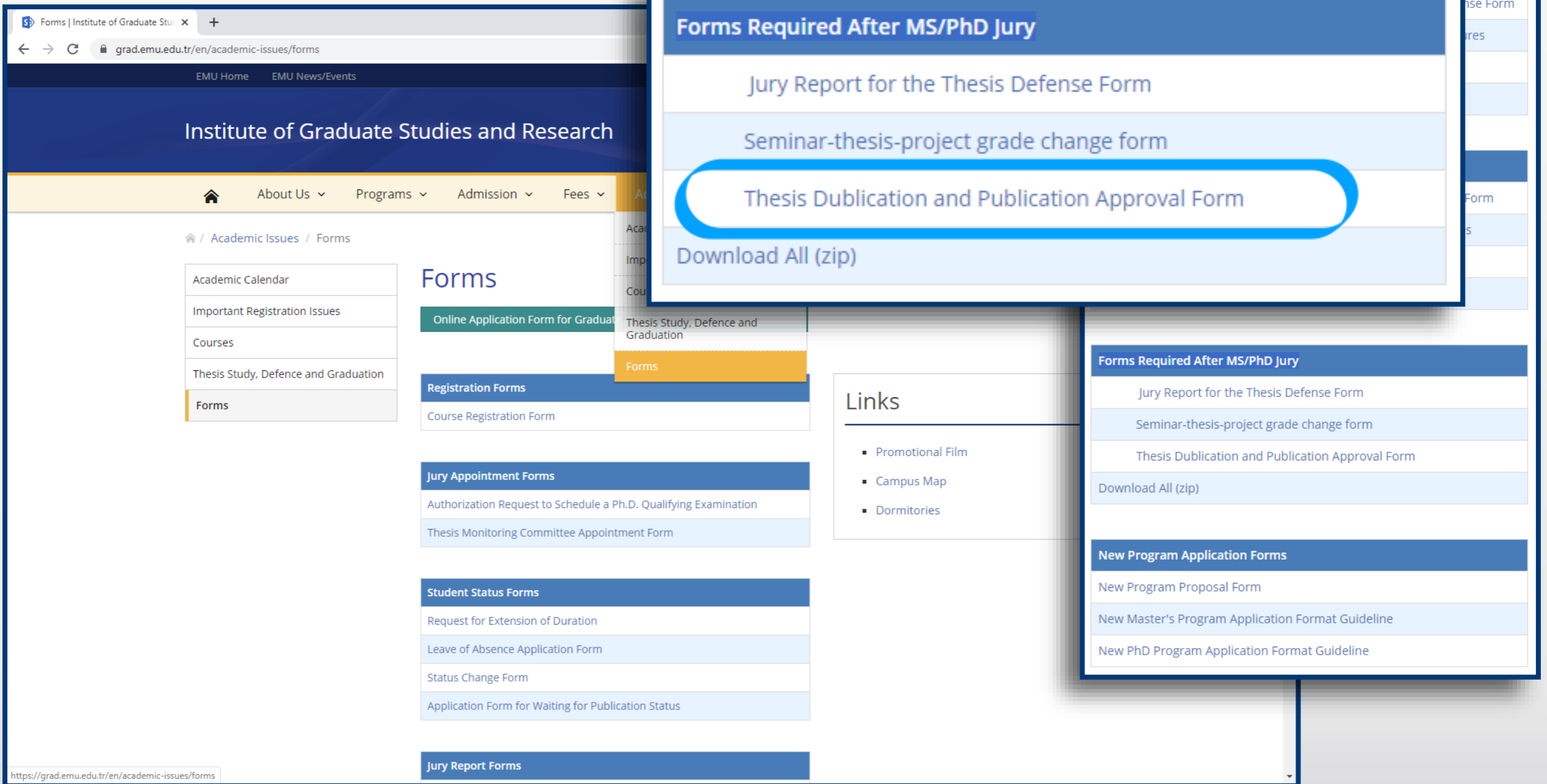
| Forms Required for forming Ph.D Jury |
|---|
| Authorization Request to Schedule a Ph.D. Thesis Defense Form |
| Form for tracking graduate students graduation procedures |
| Thesis Format Evaluation Form |
| Download All (rar) |

| Forms Required After MS/PhD Jury |
|--|
| Jury Report for the Thesis Defense Form |
| Seminar-thesis-project grade change form |
| Thesis Duplication and Publication Approval Form |
| Download All (zip) |

| New Program Application Forms |
|---|
| New Program Proposal Form |
| New Master's Program Application Format Guideline |
| New PhD Program Application Format Guideline |

Further Reminders

“Thesis Duplication and Publication Approval Form”
(Can be downloaded from the IGSR website, in the Forms Section.)



The screenshot shows the IGSR website's 'Forms' page. The page is titled 'Forms | Institute of Graduate Studies and Research' and has the URL 'grad.emu.edu.tr/en/academic-issues/forms'. The main content area is titled 'Forms' and lists several categories of forms:

- Registration Forms**
 - Course Registration Form
- Jury Appointment Forms**
 - Authorization Request to Schedule a Ph.D. Qualifying Examination
 - Thesis Monitoring Committee Appointment Form
- Student Status Forms**
 - Request for Extension of Duration
 - Leave of Absence Application Form
 - Status Change Form
 - Application Form for Waiting for Publication Status
- Jury Report Forms**

Two callout boxes highlight specific form categories and the target form:

- Forms Required After MS/PhD Jury**
 - Jury Report for the Thesis Defense Form
 - Seminar-thesis-project grade change form
 - Thesis Duplication and Publication Approval Form** (highlighted with a blue circle)
 - Download All (zip)
- Forms Required for forming Master's Jury**
 - Jury Report for the Thesis Defense Form
 - Seminar-thesis-project grade change form
 - Thesis Duplication and Publication Approval Form
 - Download All (zip)

A 'Links' section on the right side of the page includes:

- Promotional Film
- Campus Map
- Dormitories

The page footer shows the URL: <https://grad.emu.edu.tr/en/academic-issues/forms>



**Eastern
Mediterranean
University**
"Virtue, Knowledge, Advancement"

Institute of Graduate Studies and Research



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<http://grad.emu.edu.tr>

